

Area of work	Safeguarding Children, Adults and Looked After Children
Processed on behalf of	CCG
Purpose/s for Processing	The CCG may receive information relating to Safeguarding concerns from yourself directly or relatives or through notification of concerns from other Health and Social Care organisations. All Health and Social Care professionals have a legal requirement to share information with appropriate agencies where Safeguarding concerns about children or adults have been received. Where it is appropriate to do so the sharing organisations will keep you informed of when information is required to be shared to provide with assurance regarding the security of that sharing and the benefit to you or the person you are raising Safeguarding concerns about. Access to this information is strictly controlled and where there is a requirement to share information e.g with police or social services, all information will be transferred safely and securely ensuring that only those with a requirement to know of any concerns are appropriately informed.
Format used	Paper Electronic
Legitimate Interests	N/A
Personal Data processed: <i>Items that can be used to identify an individual to include a Pseudonymisation code/key</i>	Name Address DOB NHS number Hospital number LA identifying number Police crime numbers
'Special Category' Data Processed: <i>(all items that fall under DP law listed) Race Ethnic origin Politics Religion Trade Union membership Genetics Biometrics (when used for ID purpose) Health Sex Life or Sexual orientation</i>	Race Ethnic origin Religion Health Sexual orientation
Transfer of Data outside the UK	No
Transfer of Data outside the EU	No
Retention Period Criteria used:	NHS Records Management Code of Practice 2016
The source the personal data originates from and whether it came from publicly accessible sources	GP Practice NHS Digital Acute Trust Providers Community Trust Providers Care homes Local Authority Police Patient Member of public Education DSCB/DSAB
Whether the provision of personal data part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data	We have a statutory duty to share identifiable information where there are Safeguarding concerns due to public interest issues, e.g. to protect the safety and welfare of vulnerable children and adults and as such, rely on our statutory obligation rather than consent to process information for this purpose. Failure to provide/share personal data may result in significant harm or possibly death to a vulnerable adult or child

<p>The existence of automated decision making, (making a decision solely by automated means without any human involvement); including profiling and information about how decisions are made, the significance and the consequences.</p>	N/A
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Area of work	Urgent Care / QIPP / Better Care Fund
Processed on behalf of	CSU / CCG
Purpose/s for Processing	Contract management of providers and evaluation of service redesign. CSU hold named patient information, with CCG receiving anonymised reports and trends
Format used	Electronic and Paper records
Legitimate Interests	N/A
Personal Data processed: <i>Items that can be used to identify an individual to include a Pseudonymisation code/key</i>	Name DOB Address NHS number Local identifier in clinical system Hospital number Note: These are processed by CSU on behalf of the CCG. No personal data is shared with the CCG unless patient contacts directly and provides explicit consents
'Special Category' Data	Health
Processed: <i>(all items that fall under DP law listed)</i> Race Ethnic origin Politics Religion Trade Union membership Genetics Biometrics (when used for ID purpose) Health Sex life; or Sexual orientation	
Transfer of Data outside the UK	No
Transfer of Data outside the EU	No
Retention Period Criteria used:	NHS Records Management Code of Practice 2016
The source the personal data originates from and whether it came from publicly accessible sources	GP Practice, Acute, Community Trust Providers, Mental Health providers, Ambulance Trusts, other NHS providers, Voluntary sector, Patient, National NHS bodies e.g. national prescribing data
Whether the provision of personal data part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data	Contractual requirement to monitor services, and statutory requirement to report to the NHS By failing to provide the data it would be impossible to plan services, monitor contracts or fulfil statutory duties to report to NHS England. It would also significantly limit the ability of the CCG to meet statutory financial planning targets and to safely and efficiently plan service redesign
The existence of automated decision making, (making a decision solely by automated means without any human involvement); including profiling and information about how decisions are made, the significance and the consequences.	None

Area of work	Communications and Public Insight
Processed on behalf of	Dudley CCG
Purpose/s for Processing	
Format used	Electronic and paper
Legitimate Interests	N/A.
Personal Data processed: <i>Items that can be used to identify an individual to include a Pseudonymisation code/key (this list is not exhaustive)</i> Name DOB Address Location Data NHS Number	List
'Special Category' Data Processed: (all items that fall under DP law listed) Race Ethnic origin	List
Politics Religion Trade Union membership Genetics Biometrics (when used for ID purpose) Health Sex life; or Sexual orientation	
Transfer of Data outside the UK	Yes/No
Transfer of Data outside the EU	Yes/No
Retention Period Criteria used:	<i>e.g. NHS Records Management Code of Practice 2016 Category of record applied: e.g. Patient record</i>
The source the personal data originates from and whether it came from publicly accessible sources	<i>e.g. GP Practice, NHS Digital, Acute, Community Trust Providers, SBS, Previous Employer, Patient, Member of public etc.</i>
Whether the provision of personal data part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data	<i>e.g. Statutory requirement to supply</i>
The existence of automated decision making, (making a decision solely by automated means without any human involvement); including profiling and information about how decisions are made, the significance and the consequences.	<i>e.g. if used (?) and brief overview</i>

Area of work	Commissioning of health care for Children and Young People. 0-18 years. (0-25 under the SEND Agenda)
Processed on behalf of	Dudley CCG
Purpose/s for Processing	To provide appropriate support and services for children and young people across the Dudley health economy. To ensure services are effective in supporting children, young people and their families to manage their health care needs to the best of their abilities; promoting self-care where possible. For future planning of services to ensure that they are robust and responsive to the needs of the children and young people of Dudley. To inform CCG commissioning intentions and joint commissioning planning for across the whole SEND agenda.
Format used	Paper and electronic
Legitimate Interests	N/A.
Personal Data processed:	Name DOB Address NHS Number Hospital Numbers Unique patient Identifier number
'Special Category' Data Processed: (all items that fall under DP law listed) Race Ethnic origin Politics Religion Trade Union membership Genetics Biometrics (when used for ID purpose) Health Sex life; or Sexual orientation	Race Religion Care Status Medical History Education information Social Care assessments Health Management Plans
Transfer of Data outside the UK	No
Transfer of Data outside the EU	No
Retention Period Criteria used:	NHS Records Management Code of Practice 2016 Category of record applied: e.g. Patient record
The source the personal data originates from and whether it came from publicly accessible sources	<i>GP Practice Acute Trusts- Consultants Community Trust Providers- Therapists and Medical Residential Short Breaks Providers Patient/Representative Educational settings Local Authority Safeguarding</i>
Whether the provision of personal data part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data	Statutory By failing to process/hold/collate this data, the future planning or facilitation of services will not be safe and effective.

<p>The existence of automated decision making, (making a decision solely by automated means without any human involvement); including profiling and information about how decisions are made, the significance and the consequences.</p>	<p>Not used.</p>
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Area of work	Commissioning – Planned Care
Processed on behalf of	Dudley CCG
Purpose/s for Processing	<ol style="list-style-type: none"> 1. Patient Enquiries 3. Complaints 4. Individual Funding Request Queries 2. Non-Emergency Patient Transport Authorisations
Format used	Paper/electronic
Legitimate Interests	N/A
Personal Data processed: <i>Items that can be used to identify an individual to include a Pseudonymisation code/key (this list is not exhaustive)</i>	Name, DOB Address Location Data NHS Number GP Practice and Code
'Special Category' Data Processed: (all items that fall under DP law listed) Race Ethnic origin Politics Religion Trade Union membership Genetics Biometrics (when used for ID purpose) Health Sex life; or Sexual orientation	Health, Race
Transfer of Data outside the UK	No
Transfer of Data outside the EU	No
Retention Period Criteria used:	NHS Records Management Code of Practice 2016
The source the personal data originates from and whether it came from publicly accessible sources	Patient/ Member of public GP Practice MP Acute Trust Community Trust Providers SBS Transport Providers Arden & GEM CSU
Whether the provision of personal data part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data	Statutory requirement.
The existence of automated decision making, (making a decision solely by automated means without any human involvement); including profiling and information about how decisions are made, the significance and the consequences.	Not applicable

Area of work	Commissioning
Processed on behalf of	CCG
Purpose/s for Processing	Commissioning of individual care packages for patients Management of individual funding requests
Format used	Paper and electronic
Legitimate Interests	N/A.
Personal Data processed: <i>Items that can be used to identify an individual to include a Pseudonymisation code/key (this list is not exhaustive)</i> Name DOB Address Location Data NHS Number	Name DOB Address Location Data NHS Number
'Special Category' Data Processed: (all items that fall under DP law listed) Race Ethnic origin Politics Religion Trade Union membership Genetics Biometrics (when used for ID purpose) Health Sex life; or Sexual orientation	Health
Transfer of Data outside the UK	No
Transfer of Data outside the EU	No
Retention Period Criteria used:	NHS Records Management Code of Practice 201 Patient record
The source the personal data originates from and whether it came from publicly accessible sources	GP Practice, NHS/independent sector providers/local authority
Whether the provision of personal data part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data	Contractual requirement
The existence of automated decision making, (making a decision solely by automated means without any human involvement); including profiling and information about how decisions are made, the significance and the consequences.	None

Area of work	Commissioning (Mental Health)
Processed on behalf of	CCG
Purpose/s for Processing	<ol style="list-style-type: none"> 1. Funding Decisions – referral received from providers to request funding for placements 2. PICU Records – Psychiatric Intensive Care Unit - referral received from providers to request funding for placements 3. Individual Patient Files – patient reviews received from providers 4. Notepads for case meetings - case notes from patient reviews conducted
Format used	<ol style="list-style-type: none"> 1. Funding Decisions - Electronic 2. PICU Records - Electronic 3. Individual Patient Files - Electronic 4. Notepads for case meetings - Paper
Legitimate Interests	N/A.
Personal Data processed: <i>Items that can be used to identify an individual to include a Pseudonymisation code/key (this list is not exhaustive)</i> Name DOB Address Location Data NHS Number	<ol style="list-style-type: none"> 1. Funding Decisions – Name/ Initials, NHS No, DOB, location, case notes 2. PICU Records – Name/ Initials, NHS No, location, case notes 3. Individual Patient Files – Name, DOB, NHS No, location, case notes 4. Notepads for case meetings – Name, DOB, NHS No, location, case notes
'Special Category' Data Processed: (all items that fall under DP law listed) Race Ethnic origin Politics Religion Trade Union membership Genetics Biometrics (when used for ID purpose) Health Sex life; or Sexual orientation	<ol style="list-style-type: none"> 1. Funding Decisions –Health 2. PICU Records – Health 3. Individual Patient Files –Race, Religion, Ethnic Origins, Health, Sex life 4. Notepads for case meetings – Health,
Transfer of Data outside the UK	No
Transfer of Data outside the EU	No
Retention Period Criteria used:	NHS Records Management Code of Practice 2016 Category of record applied: e.g. Patient record
The source the personal data originates from and whether it came from publicly accessible sources	<ol style="list-style-type: none"> 1. Funding Decisions - GP Practices, Trust Providers (Dudley & Walsall Mental Health Trust), Independent Providers (Cygnet, Brain Injury Rehabilitation Trust, Priory Group, Bramley Health) 2. PICU Records – GP Practices, Trust Providers (Dudley & Walsall Mental Health Trust), Independent Providers (Cygnet, Brain Injury Rehabilitation Trust, Priory Group, Bramley Health) 3. Individual Patient Files – Cygnet, Brain Injury Rehabilitation Trust, Priory Group, Bramley Health 4. Notepads for case meetings –N/A

Whether the provision of personal data part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data	Statutory obligation
The existence of automated decision making , (making a decision solely by automated means without any human involvement); including profiling and information about how decisions are made, the significance and the consequences.	N/A

Area of work	Governance
Processed on behalf of	CCG
Purpose/s for Processing	<ol style="list-style-type: none"> 1) CCG Complaints 2) Legal 3) Subject Access Request (SAR)
Format used	<ol style="list-style-type: none"> 1) Electronic and Paper 2) Electronic and Paper 3) Electronic and Paper
Legitimate Interests	N/A.
Personal Data processed: <i>Items that can be used to identify an individual to include a Pseudonymisation code/key (this list is not exhaustive)</i> Name DOB Address Location Data NHS Number	<ol style="list-style-type: none"> 1) CCG Complaints - Name, Address, DOB, NHS Number, Medical History 2) Legal - Name, Address, DOB, NHS Number, Medical History 3) Subject Access Request (SAR) - Name, Address, DOB, NHS Number, Medical History
'Special Category' Data Processed: (all items that fall under DP law listed) Race Ethnic origin Politics Religion Trade Union membership Genetics Biometrics (when used for ID purpose) Health Sex life; or Sexual orientation	<ol style="list-style-type: none"> 1) CCG Complaints -Health 2) Legal -Health 3) Subject Access Request (SAR) -Health
Transfer of Data outside the UK	Yes/No
Transfer of Data outside the EU	Yes/No
Retention Period Criteria used:	NHS Records Management Code of Practice 2016
The source the personal data originates from and whether it came from publicly accessible sources	GP Practice, Acute, Community Trust Providers, Patient, Member of public
Whether the provision of personal data part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data	Statutory requirement
The existence of automated decision making, (making a decision solely by automated means without any human involvement); including profiling and information about how decisions are made, the significance and the consequences.	n/a